



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 5600.3
B 013
21 Dec 12

MARINE CORPS BASE ORDER 5600.3

From: Commander

To: Distribution List

Subj: ASSIGNMENT OF DISTRIBUTION CODES

Ref: (a) MCO P5600.31G

Encl: (1) Distribution Codes Listing

1. Situation. Per reference (a), Marine Corps Base Quantico (MCBQ) has established distribution codes to manage the dissemination of directives and official correspondence produced by MCBQ.

2. Mission. To promulgate distribution codes for directives and official correspondence aboard Marine Corps Base, Quantico (MCBQ).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Appropriate distribution of command directives and official correspondence is an integral part of information management. MCBQ will ensure that information is disseminated in accordance with the mission, intent, and need to know guidance.

(b) All directives and official correspondence will be disseminated to the appropriate activities in accordance with the established distribution codes herein.

(2) Concept of Operations. The enclosure reflects the distribution codes used within MCBQ. Distribution code A indicates distribution to all Quantico commands and tenant activities. Distribution code B indicates distribution to the MCBQ staff, directorates and divisions. Distribution code C indicates distribution to subordinate commands. Distribution code D indicates

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

distribution to all tenant activities. The distribution will be indicated as follows:

DISTRIBUTION: A, B, C, or D

b. Subordinate Element Missions

(1) Comply with the intent of the reference and the content of this Order when originating directives or official correspondence.

(2) Directive sponsors are responsible for establishing appropriate distribution codes within their respective commands.

(3) Addressees listed in the enclosure will frequently check the MCB Quantico homepage at <http://www.quantico.usmc.mil> for changes or updates to all command directives.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the MCBQ Adjutant's office via the appropriate chain of command.

4. Administration and Logistics

a. Directives

(1) Distribution

(a) All unclassified MCBQ directives are maintained via the MCB Quantico Directive System website at <http://www.quantico.usmc.mil/directives.aspx>. Paper copies of these directives will not be distributed. Addressees will keep branch/section heads without local area network/internet access informed when directives and/or changes are published and will provide printed copies as necessary.

(b) Directives maintained on the internet are assigned distribution code A.

(2) Per the reference, MCBQ activities shall maintain on site publications sufficient in quantity (regardless of medium) to sustain its operations. It is recommended that digitized publications obtained from the internet, CD-ROM or other sources, which are essential to mission accomplishment be downloaded and maintained on site as either electronic files or paper copies. For purposes of inspection, electronic files, whether on the internet or stored locally, will suffice and need not be printed.

(3) Due to the establishment of the MCB Quantico Directive System website a quarterly checklist is no longer required. The website is updated as necessary and provides a listing of current directives by standard subject identification code (SSIC). The website also provides an alphabetical listing of current directives and should be used for identifying those directives for which the SSIC is unknown.

b. Official Correspondence

(1) Use those distribution codes assigned in the enclosure or the activity's name for official correspondence will be indicated as:

Distribution: B

(2) Correspondence with five or more addressees will contain a distribution section below the signature block (vice listing addressees individually in the "To" line). Addressees will receive only one copy unless specifically indicated. Example:

Distribution:
Adjutant Br (2) Dir, BPO
AC/S, G-1 CO, MCIA
Dir, MCCS AC/S, G-7

5. Command and Signal

a. Command. This Order is applicable to all personnel assigned to MCBQ.

b. Signal. This Order is effective the date signed.

/s/
R. L. ANDERSON
Chief of Staff

DISTRIBUTION: A

DISTRIBUTION CODES LISTING

Commander, Marine Corps Base	Distribution Codes			
	A	B	C	D
Marine Corps Base	X		X	
G-1 Division	X	X	X	
Adjutant	X	X	X	
G-3 Division	X	X	X	
G-4 Division	X	X	X	
G-5 Division	X	X	X	
G-6 Division	X	X	X	
G-7 Division	X	X	X	
Business Performance Office	X		X	
Chaplain	X	X	X	
Command Inspector General	X	X	X	
Headquarters and Service Battalion	X		X	
Marine Corps Community Services Division	X		X	
Marine Corps Marathon	X		X	
Public Affairs Office	X		X	
Reserve Support Unit	X		X	
Safety Division	X	X	X	
Security Battalion	X		X	
Staff Judge Advocate	X	X	X	
Tenant Activities				
American Red Cross	X			X
Commanding Officer, Naval Health Clinic, Quantico, VA	X			X
Document Automation and Production Services	X			X
Defense Commissary Agency	X			X
Drug Enforcement Agency	X			X
Federal Bureau of Investigation Academy	X			X
Fourth Light Armored Reconnaissance Battalion	X			X
Human Resources and Organization Management - Quantico	X			X
Joint Non-Lethal Weapons Directorate	X			X
Manpower and Reserve Affairs	X			X
Marine Corps Air Facility	X			X
Marine Corps Air-Ground Museum	X			X
Marine Corps Association	X			X
Marine Corps Combat Development Command	X			
Marine Corps Embassy Security Group	X		X	
Marine Corps Heritage Center	X			X
Marine Corps Intelligence Activity	X			X
Marine Corps National Capital Region Command	X			X

ENCLOSURE (1)

Tenant Activities (Continued)	<i>Distribution Codes</i>			
	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
Marine Corps Network Operations and Security Command	X			X
Marine Corps Non-Appropriated Fund Audit Service	X			X
Marine Corps Operational Test and Evaluation Activity	X			X
Marine Corps Recruiting Command	X			X
Marine Corps Systems Command	X			X
Marine Corps University Foundation	X			X
Marine Helicopter Squadron - One	X			X
National - Geospatial Intelligence Agency	X			X
Naval Criminal Investigative Service	X			X
Navy-Marine Corps Relief Society	X			X
Veterinary Clinic	X			X
Virginia Domestic Dependent Schools	X			X

ENCLOSURE (1)